

# INTER-OFFICE CORRESPONDENCE

Los Angeles Unified School District

**TO:** All LDOC's

**DATE:** April 2, 2009

**FROM:** Bob Spears, Director  
Emergency Services

**SUBJECT:** ASSISTANCE NEEDED ON A PROJECT

**Request:** Please send me incidents that have happened at your school that can be used by others as "Lessons Learned". I do not need names, just brief descriptions of events. These events will act as to refresh your operational expectations for school site administrators.

**Project:** A series of 5 minute table-top scenarios to be used at the weekly school site administration staff meetings. The scenarios are designed to be completed in five minutes, but they are designed to review the low frequency high risk decisions that come with sudden school emergencies. These scenarios will be packaged so that a principal can use them at the beginning of weekly staff meeting to review critical protocols.

**Format/Layout:**

Administrators' Dispatch

5 minute table-top Operations  
drills for School Site  
Administrative Staff Meetings.

Review of Low Frequency  
High Hazard Decisions.

**SCENERIO:**

**ROUND TABLE DISCUSSION:**

**Examples:**

1. It is Monday at 7:55 a.m. right before school starts. A visibly upset student comes up to you and says that there has been a bad accident in the street in front of school. She says it is "real bad". As you walk to the front of the school you see a LARGE crowd of people on the sidewalk and in the street. The 8 a.m. bell rings but no one moves. As you make your way through the crowd.....

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2. It is 2 p.m. on a Wednesday. The principal is at a district meeting. A student comes to the main office and says that he does not feel well. While the SAA is asking him who he is, he throws up on the floor. While the first student is being taken to the health office, a second student comes in and also complains of stomach pains. You are handing the second student a trash can when the phone rings. Mrs. Alvarez says that she has four students in her class with stomach pains and one is getting sick.....

3. It is 8:15 on a rainy Thursday morning. School has just started and you note that one bus has not arrived. You assume that it is delayed because of the weather and poor driving conditions. As you get back to your office you receive a call from transportation dispatch to say that the bus has been involved in a terrible accident.....

4. It is Friday at 1:15 p.m. It has been raining all day. In the last half an hour the rain has come down even harder. A teacher calls you to say that she has heard on the radio that there is a danger of a flash flood in the flood control channel near your school. As you hang up the phone a police officer comes into the office and tells you that the roads around your school are being closed because of flooding.....

5. It is 11:45 on a Tuesday. You are getting ready to do your lunch supervision when an LAPD officer runs into your main office. He seems very excited. He tells you that a heavily armed gunman robbed the bank on the next block over from your school. They pursued him to the back fence of your school and know he went over the fence.....

Please call, e-mail or send your suggestions to: [bob.spears@lausd.net](mailto:bob.spears@lausd.net)

Thank you